

**SPRING**

**2022-23**

A guide for District and School Test Coordinators on  
giving the SAT and PSAT 10 as part of the Rhode Island  
State Assessment Program.

# INTRODUCTION

This guide is intended to supplement the College Board manuals for the state administration of the PSAT 10 and SAT. All documents needed to understand, prepare for, and administer the PSAT 10 and SAT are listed in each section and in a comprehensive table in the New Test Coordinator section of this document.

## GETTING ASSISTANCE

Below are common topics and issues that you may need help with. Please use this list to quickly resolve the issue or get your question answered.

- **Technology Support and Troubleshooting (TIDE, SSD Online, etc.):**
  - 855-373-6387
  - [rischoolday@collegeboard.org](mailto:rischoolday@collegeboard.org)
- **SSD Online:**
  - 1-844-255-7728
  - [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org)
- **RIDE policies and test administration documents:**
  - 401-222-8493
  - 401-222-8478
  - [assessment@ride.ri.gov](mailto:assessment@ride.ri.gov)

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# PARTICIPATION REQUIREMENTS FOR THE RI STATE ASSESSMENTS

**NOTE:** The following information can also be found in the *Rhode Island State Assessment Program Handbook for District and School Test Coordinators* ([www.ride.ri.gov/tc](http://www.ride.ri.gov/tc)).

**All students are expected to participate:** With limited exceptions, it is expected that all students educated in Rhode Island will participate in the state assessment program for their current grade level<sup>1</sup> in one of the following ways:

- Participate in general assessments *without* accommodation(s);
- Participate in general assessments *with* accommodation(s); *or*
- Participate in the alternate assessments which are available only for students with an Individualized Education Program (IEP) who meet specific eligibility criteria.

Below are additional clarifications on the participation requirements for students.

## PUBLIC SCHOOL STUDENTS

It is expected that any student attending a public, charter, or state-operated school in Rhode Island will participate in the required tests for their current grade level<sup>1</sup> either with or without accommodations.

## STUDENTS ATTENDING OUTPLACEMENT SCHOOLS

It is expected that students attending an outplacement school, whose tuition is paid by a Rhode Island LEA, will participate in the required academic tests, as appropriate, for their current grade level<sup>1</sup>, regardless of where the outplacement school is located. If a student attends an outplacement school in a state other than Rhode Island, it is the responsibility of the Rhode Island LEA to ensure that the outplacement school has a plan for administering the required assessments for that student's grade level.

## ALTERNATE ASSESSMENT

Students who qualify for the alternate assessment will participate in the Dynamic Learning Maps alternate assessments for their current grade level in English language arts, mathematics, and science, as appropriate, for their current grade level<sup>1</sup>. If the student is also an English learner, they will also take Alternate ACCESS for ELLs.

- **NOTE:** There is **no** alternate assessment at the 10<sup>th</sup> grade. Students who qualify for the alternate assessments will not participate in PSAT10. Students in the tenth grade who are also English learners will take the Alternate ACCESS for ELLs.

## ENGLISH LEARNERS

In addition to participating in the required academic assessments (English language arts, mathematics, and science) for their current grade level<sup>1</sup>, students who are English learners and who are currently receiving, or are eligible for, services are expected to participate in either ACCESS for ELs or Alternate ACCESS for ELs.

## FIRST-YEAR ENGLISH LEARNERS

Federal and state laws require that English Learners (ELs) are assessed annually to measure their proficiency in reading, writing, listening, and speaking English, as well as the progress they are making in learning English. In fulfillment of these laws, MLL students in grades Kindergarten through 12<sup>th</sup> grade are required to participate in ACCESS for ELs testing while receiving EL program services at their school. Students who are eligible for services but whose families have declined (waived) services must also be assessed on ACCESS annually. Once they exit their EL program or reach designated exit criteria, they are no longer required to participate in ACCESS for ELs testing.

Students who enrolled in school in the U.S. *on or after* April 1, 2022 (who have been attending school for **less than one year**) are exempt from taking English language arts tests for one year but are still expected to participate in mathematics and science, as appropriate, for their current grade level<sup>1</sup>.

### NOTES:

- The mathematics and science scores of students who have enrolled in school in the U.S. *on or after* April 1 *will be* included for accountability calculations.
- If a First-Year EL student would like to take the English language arts and writing portions of the DLM, RICAS, PSAT 10, or SAT, they may do so. Parents will receive a score report for all content areas taken by the student but the ELA and writing scores will not be used for accountability calculations.
- To ensure that RIDE correctly identifies all EL students correctly, the **DATE OF ENTRY** field in the LEP Census must be accurate. Please see your district data manager to review that this field is correct and to make any necessary updates.

## HOMESCHOOLED STUDENTS TAKING THE PSAT 10 OR RI SAT SCHOOL DAY

Homeschooled students may participate in any of the state assessments for their current grade level<sup>1</sup> if participation is included in the student's homeschool plan. Families should contact their local school district office to arrange participation.

To properly register homeschooled students for any state assessment, and to ensure that LEAs are not held accountable for the results, LEAs must do the following in the Enrollment Census:

1. have a valid SASID
2. have a current and active enrollment record
3. Grade = 10<sup>th</sup> grade for PSAT10 or 11<sup>th</sup> grade for SAT
4. Enrollment type = H (home schooled)
5. enrolled in the LEA's 190 school

### NOTES:

- Ensure that homeschooled students use **970000** as their AI Code on the Student Answer Sheet.

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<sup>1</sup> *Current Grade Level* is defined as the grade level that is recorded in the Enrollment Census by the LEA. RIDE will register the student for all required tests at the grade level recorded in the Enrollment Census. Testing the student at any grade level other than what is recorded in the Enrollment Census may result in test scores being invalidated. Additionally,

- *If a student skips a grade level*, the student **does not** make up tests for the skipped grade level.
- *If a student retained in the same grade level*, the student takes the tests for their current grade level **again**, even if the student took the test the previous year.

- All homeschooled students will take either the SAT or the PSAT 10 using a paper test booklet. Order paper tests here [Paper/Pencil Test Book Request for Statewide Assessment](#).
- LEAs and schools may want to reach out early in the school year to any parents of homeschooled students to ensure that their enrollment records are updated (see above) and that paper booklets are ordered and arrive before test day.

## EXEMPTIONS FROM PARTICIPATING IN STATE ASSESSMENTS

There are two ways in which a student may be officially exempt from the state assessments:

1. They are a **First-Year EL** student so they are not required to take the ELA, reading, or writing sections of the academic tests for one year (*see above for more information*).
2. The student meets the criteria for a medical exemption. Please see the *Rhode Island Test Coordinator Handbook* ([www.ride.ri.gov/tc](http://www.ride.ri.gov/tc)) or go to the Medical Exemptions web page ([www.ride.ri.gov/assessment-exemptions](http://www.ride.ri.gov/assessment-exemptions)) for information on how to submit a request for a medical exemption.

## PARENT REFUSAL OR OPT-OUT

Parent refusal, or “opt-out”, is not an official reason for not participating in the state assessments. Students who do not test due to parent opt-out will be considered non-participants for accountability purposes.

LEAs may have their own policies regarding the handling of parent opt-out requests; however, RIDE expects all students in tested grades to participate in the state assessments for their current grade level either with or without accommodations. Any student without an approved exemption will be considered a non-participant for accountability purposes.

**NOTE:** Many of the online test platforms have options for schools and LEAs to indicate why a student didn’t participate in the test. RIDE **does not** consider these valid, approved exemptions for testing. LEAs must follow the procedures for ensuring First-Year EL students and medical exemption requests are done correctly to ensure they are approved by RIDE. See sections above and the Medical Exemption section of this handbook for more information.

## SCHOOL INFORMATION

**NOTE:** The following information can also be found in the *Rhode Island State Assessment Program Handbook for District and School Test Coordinators* ([www.ride.ri.gov/tc](http://www.ride.ri.gov/tc)).

If a school has students enrolled in their school from Rhode Island, it is expected that the school will administer the appropriate grade-level tests to that student(s).

The following types of schools are included in this policy:

- public schools that enroll students within Rhode Island,
- private schools educating students with disabilities within Rhode Island (outplacement schools),
- private schools outside of Rhode Island educating students from a Rhode Island LEA,
- and the Department of Children, Youth, and Families (DCYF) schools.

It is the responsibility of the LEA to work with any outplacement school to develop a testing plan for students. It is also the responsibility of the LEA to ensure that students attending outplacement schools have updated enrollment records, including accurate grade levels, to ensure they are registered for the correct tests.

The list below shows all the information RIDE provides to College Board. This information is compiled using the School Directory on the eRIDE system.

- LEA Name
- School Name
- School Test Coordinator Name and Email
- Physical address of the school
- Phone and fax numbers
- School Test Coordinator Name and Email
- District (LEA) Test Coordinator
- SSD Test Coordinator Name and Email
- AI Code

## HOW TO UPDATE YOUR SCHOOL INFORMATION

Please check to ensure that all information about your LEA and/or your school is accurate in the School Directory.

**Step 1:** Check your school information at [www.eride.ri.gov](http://www.eride.ri.gov), click on the School Directory link (left-hand menu).

**Step 2:** Use one of the options to make updates:

**Public Schools within Rhode Island:** contact your district data manager.

**Outplacement and out-of-state schools:** Contact your school's data manager. If your data manager doesn't have access to the School Profile application in eRIDE, contact Mario Goncalves ([mario.goncalves@ride.ri.gov](mailto:mario.goncalves@ride.ri.gov), or 401-222-8968).

## ATTENDING INSTITUTION (AI) CODES

All schools administering the PSAT 10 and RI SAT School Day will need a valid six-digit AI code. The AI code connects student data to schools and is used on answer sheets and when returning testing materials. Use this link to search for your school's AI code: <https://satsuite.collegeboard.org/k12-educators/tools-resources/k12-school-code-search>

For schools that have participated in previous College Board assessments, the AI code used for state testing is the same. Most test coordinators will receive email confirmation of their school's AI code in December. The AI Code that RIDE will provide to College Board is listed in the School Directory. If RIDE does not have an AI Code for your school, please contact Heather Heineke ([Heather.Heineke@ride.ri.gov](mailto:Heather.Heineke@ride.ri.gov) 222-8493) or Tricia Bowler ([Tricia.Bowler@ride.ri.gov](mailto:Tricia.Bowler@ride.ri.gov) 222-8478).

**NOTE:** The one exception to using your school's AI Code is when a homeschooled student requests to take the PSAT10 or SAT. All homeschooled students should use **970000** as their AI Code on the Student Answer Sheet.

## OFF-SITE TESTING LOCATIONS

Most schools will use their main school building as the test location. However, if you need more space or your school is a virtual school, you can arrange an off-site testing location. These additional locations must abide by the



College Board test center security requirements to make sure they meet testing, staffing, training, and security requirements and technical specifications for testing. If you require a return kit to send back materials from the off-site location, you will need to request it via the [Off-Site Testing Request form](#):

- Step 1. Identify a facility (or facilities) that will meet your needs for off-site testing.
- Step 2. Fill out a separate form for each off-site location if you are sending test materials back from that off-site location and not combining with the home school shipment.
- Step 3. Receive confirmation email from College Board.

## KEY DATES

<b>RHODE ISLAND SAT / PSAT 10 KEY DATES – 2022-2023</b>	<b>DATE</b>
introduction to SAT/PSAT and SSD accommodations training	DECEMBER
Off-site testing requests to college board	1/20/2023
District deadline to update student enrollment, including the special education census and the ELL census	1/16/2023
First student registration file to college board	2/2/2023
Accommodations in SSD online deadline	2/21/2023
Online training modules for proctors available	2/1/2023
Tide system open with rosters	3/13/2023
Tide training for test coordinator	3/14-3/16/2023
coordinator office hours webinar	3/30/2023
Last day to update student registration	4/24/2023
Primary testing window (digital)	4/18-4/19/2023
Primary testing window for out of state and homeschooled students (paper)	4/25/2023
Accommodated window (digital)	4/18-4/25/2023
Accommodated window (paper)	4/18-4/25/2023
Makeup window (paper and digital)	4/25 –4/26/2023

## MATERIALS SHIPMENTS

Below is important information regarding receiving and ordering paper materials.

## MATERIALS LISTS AND SHIPPING SCHEDULE FOR RI DIGITAL SAT SCHOOL DAY

SAT DIGITAL SHIPMENT DETAILS				
DATE	SHIPMENT	CONTENTS	SAT QUANTITY	PSAT QUANTITY
Approximately 6 weeks prior to test day	<b>Digital Materials Shipment</b>	1. Coordinator Manual	1 per test location	1 per test location
		2. Standard Testing Manual(s)	1 per 20 testers*	NA
		3. Accommodated Testing Manual(s)	1 per 3 accomm testers**	NA
		4. SATSD Student Guides	1 per student*	1 per student*
		5. Digital Testing Quick Start Guide	1 per student*	1 per student*
		6. Digital Student Questionnaire Instructions	1 per student*	1 per student*
		7. Data Privacy Parent Letter – RI	1 per student*	NA
		8. Return Kit Express Pak	3 per center	3 per center
		9. Return Label	3 per center	3 per center
		10. Materials Kit	1 per test location	1 per test location
		○ Test Kit Label	1 per kit	1 per kit
		○ Test Shipment Cover	1 per kit	1 per kit
		○ Digital Large Print Student Questionnaire Instructions	1 per kit	1 per kit
		○ Digital Returns Gray-Bordered Envelope	3 per kit	2 per kit
		○ Accommodated Materials - White Envelope	3 per kit	2 per kit
		○ Testing Staff Agreement	1 per kit	1 per kit
		○ Request to Cancel Scores	3 per kit	NA
		○ Testing in Progress Flyer	3 per kit	NA
		○ Irregularity Report Bundle of 5	2 per kit	1 per kit

\*A small, 10% overage of materials will be sent for students who may have enrolled in your school after the pre-ID deadline.

\*\*Accommodated materials are sent based on an estimation that 5% of test takers receive accommodations during testing.

### PAPER TESTS FOR SAT AND PSAT 10

It is expected that most students will take the SAT and PSAT 10 digitally, however students may require paper testing for any of the following reasons:

1. A student who uses an accommodation that requires a paper/pencil test. Braille tests and braille figure supplements will be automatically shipped to schools based on the accommodation entered into College Board's SSD Online System.
2. A student who is homeschooled.
3. A student who attends an out-of-state school. *Out-of-state schools are responsible for ordering paper materials for students.*

Please follow the instructions below for obtaining paper tests for students, should you need them.

**Do not** place orders directly with the College Board on the Test Ordering Site for RI SAT School Day or PSAT 10. The College Board will ship materials for the state-required administration of the SAT and PSAT 10 based on:

- the number of students and the types of accommodations entered into the College Board's SSD Online System.
- requests for paper materials submitted through the [Paper/Pencil Test Book Request for Statewide Assessment](#) application.
  - Schools may not use the Paper/Pencil Test Book Request application to order paper booklets for their entire school. It is expected that all schools in Rhode Island will administer the SAT and PSAT 10 digitally.
  - Use this application only for homeschooled students or to order test books for accommodated students.

Below are lists of what to expect in the materials shipments from College Board. All shipments will be addressed to the SAT Test Coordinator provided in the School Directory.

## MATERIALS LISTS AND SHIPPING SCHEDULE FOR PAPER TESTS

PAPER SHIPMENT DETAILS				
Date	Shipment	Contents	SAT Quantity	PSAT Quantity
No sooner than approximately 2 weeks prior to test day	Preadministration & Test Materials Shipment	<ul style="list-style-type: none"> <li>Coordinator Manual</li> <li>Accommodated Testing Manual**</li> <li>Standard Testing Manual*</li> <li>Answer Sheet Bundles (5 or 25)***</li> <li>Student Guide Bundles (5 or 25)***</li> <li>Data Privacy Letter Bundle (5 or 25)***</li> <li>Test Book Bundles (5 or 25)*</li> </ul>	1 per test location 1 per test location 1 per test location <i>Dependent on student registration</i> <i>Dependent on student registration</i>	1 per test location NA NA <i>Dependent on student registration</i> NA
		<ul style="list-style-type: none"> <li>Answer Sheet Return Kit Pak</li> <li>Test Book Return Shipping Label</li> <li>Request to cancel scores form</li> <li>Testing in Progress Flyer</li> </ul>	1 per test location 1 per test location 3 3	1 per test location 1 per test location NA NA

		<ul style="list-style-type: none"> <li>• Test Material Kit <ul style="list-style-type: none"> <li>• Coordinator Report Form (CRF)</li> <li>• Test Materials Kit Label</li> <li>• Test Shipment Cover flyer</li> <li>• Testing Staff Agreement</li> <li>• Gray Bordered Envelope for answer sheet returns</li> <li>• White Envelope for accommodated answer sheet returns</li> <li>• Irregularity Report Bundle of 5 (2)</li> <li>• Roll of clear packing tape</li> <li>• Test Room Materials Report Form</li> </ul> </li> </ul>	1 1 1 1 1 1 2 1 1	1 1 1 1 1 1 2 1 1
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\*NOTE: A small overage of approximately 10% will be sent for students who may enroll after your order date.

\*\* Accommodated materials are sent based on an estimation that 5% of test takers are accommodated.- rounded up to multiples of 5

\*\*\*Rounded up to nearest 5.

## MANUALS

Manuals that assist the SAT coordinator, PSAT 10 coordinator, SSD coordinator, and proctors with test day activities will be sent to schools about six weeks before test day.

Manual Title	What's Inside
<b>SAT School Day Coordinator Manual</b>	Used by the SAT test coordinator, it gives complete instructions for preparing your school and staff for SAT testing.
<b>SAT School Day Standard Testing Manual</b>	Used by the proctor, it gives instructions for testing students who are testing without accommodations and students testing with accommodations that may be administered in the standard testing room.
<b>SAT School Day Accommodated Testing Manual</b>	Used by the proctor, it gives instructions for testing students with accommodations in nonstandard testing rooms.
<b>Digital PSAT10 Coordinator Manual</b>	Used by the PSAT10 test coordinator and proctors, it gives complete instructions for preparing your school and staff for digital PSAT10 testing. Gives instructions and scripts for testing students in standard room.
<b>Digital PSAT10 Accommodated Manual</b>	Used by the proctor, it gives instructions and scripts for testing students with accommodations in non-standard testing rooms.

**\*NOTE:** Printed manuals for administering the digital PSAT 10 will also be shipped approximately six weeks before test day and will be available at <https://digitaltesting.collegeboard.org/>.

## MAKE-UP DAYS AND RETESTING STUDENTS WHO RECEIVED IRREGULARITIES

Follow the instructions below to prepare for testing students who were absent on the primary testing days and any student who received an irregularity. It is important to note that College Board has retesting policies that are different from state policies. Because SAT and PSAT 10 are used for accountability and to fulfill federal state assessment requirements, it is important that *all* students are tested.

When College Board policy determines that a student cannot retest because of an irregularity, that policy only affects the student's ability to use their scores for college admissions purposes. For state assessment purposes, the student should retest because, if they don't, that will affect your district and school's accountability and assessment reporting. Use the tasks and guidelines below to help you prepare for retesting students.

- Schools can use both the primary and make-up testing windows to schedule and test students.
- Schools will not receive additional shipments of materials.
- For make-up testing, complete these tasks:
  - Compile a list of students who were absent during the primary testing window, or who experienced an irregularity. Students who had an irregularity during testing may be eligible for makeup according to College Board policy, however *they must retest for state accountability and assessment purposes*. Refer to the Irregularity Chart provided in the SAT School Day Coordinator Manual on page 58, for details on College Board's policy for retesting and if the student's score will be allowable for college admissions purposes.
  - Create updated room rosters.
  - Destroy all test tickets from the primary testing window and print **NEW** test tickets for the makeup testing window.
  - Update student test settings for students with accommodations in TIDE.
  - Use the Return Kit provided in the digital shipment to return make-up day test materials.
- RIDE will continue to submit registration files through the make-up testing window.

**IMPORTANT:** After the primary testing day, keep these materials in your school until testing is fully complete. You will reuse these materials for the accommodated testing window and make-up day testing:

- Unused answer sheets (paper)
- Unused test tickets (digital PSAT 10 only)
- Answer sheets of any absent students (use these for testing on the make-up day – paper only)
- Answer sheets of any student testing on paper during the accommodated testing window.

## AFTER TESTING: SHIPPING SAT MATERIALS

Information on which materials need to be kept after testing is completed is below.

## WHAT TO KEEP AFTER TESTING

Securely store copies of the following for your records for 6 months:

- Annotated School Student List
- Room rosters
- NAR
- Tracking numbers
- IRs
- Seating Chart
- Signed SAT Testing Staff Agreement form
- List of testing rooms and assigned staff
- Any signed letters from parents/guardians for students waiving their approved accommodations
- Any signed consent forms from parents/guardians allowing student to opt into Student Search Service and the optional questionnaire

## PAPER TEST RETURNS – PSAT 10

Paper test returns for PSAT 10 are similar but not the same to SAT School Day. Take care to ensure that the correct labels are affixed to the return shipments for both the test booklets and the answer sheets. For more detailed information, visit the “After the Test Tasks and Information” section of the PSAT 10 coordinator manual.

## CREATING A COLLEGE BOARD PROFESSIONAL ACCOUNT

A College Board Professional Account provides access to a variety of College Board tools and services. The SAT or PSAT 10 test coordinator and the SSD coordinator must have a College Board Professional Account in order to access certain tools for the administration. To create an account, go to [collegeboard.org](https://collegeboard.org), click **Sign Up**, and follow the instructions to create an account. An educator will only need to create an account once. In most cases, an access code will be provided one time to provide an account with access.

## IDENTIFICATION OF TESTING STAFF

District and school staff must meet the following criteria to prepare for and administer the SAT and PSAT 10:

- They are employed by the district or school.
- They have not taken any College Board test within 180 days of April 19, 2023 (the primary testing day).
- They are not engaged in any paid, private SAT or PSAT 10 - related assessment test preparation. This doesn't include teaching course content and test familiarization as part of the regular school coursework.
- They are not administering or supporting administration of the test to a member of their family.\*

\*If an educator has a member of their household, or their child, taking the SAT or PSAT 10 in April 2023 (the state assessment testing window), at any school, the educator *can* still assist in supporting the test administration processes and administer the SAT and PSAT 10, however they **cannot have access to test books or digital test tickets before test day**.

## ROLES AND RESPONSIBILITIES OF TESTING STAFF

Schools are responsible for identifying staff for the following roles:

- SAT or PSAT 10 test coordinator
- backup SAT or PSAT 10 test coordinator,
- SSD coordinator
- technology coordinator
- proctors for each testing room
- necessary room monitors and hall monitors. The College Board will not collect contact information for proctors or monitors.

Although the SAT or PSAT 10 test coordinator is responsible for coordinating the administration for all students, the SAT or PSAT 10 test coordinator and SSD coordinator should work closely together to ensure that the test day environment for students with disabilities is planned for and administered effectively.

Role	Responsibility
SAT or PSAT 10 Test Coordinator	Responsible for coordinating the SAT or PSAT10 administration for all students.
Backup SAT or PSAT 10 Test Coordinator	Responsible for coordinating the SAT or PSAT10 administration for all students if the SAT or PSAT10 coordinator is not available.
SSD Coordinator	Responsible for requesting accommodations and working with the SAT or PSAT10 test coordinator to coordinate the SAT or PSAT10 for students with disabilities
Technology Coordinator	Manages all technical aspects of the digital PSAT 10 delivery.
Proctor	Responsible for conducting a secure, valid administration in the testing room; known as the “test administrator” by RIDE.
Room Monitor	Responsible for assisting the proctor with activities and monitoring students in the testing room.
Hall Monitor	Responsible for monitoring the hallways on test day.

## TRAINING

The schedule and registration information for training test coordinators, SSD Coordinators, and test administrators can be found at

<https://www.ride.ri.gov/InstructionAssessment/Assessment/StatewideAssessmentTraining.aspx>

All presentations, materials, and webinar recordings will be posted on the webpage above.

# ACCOMMODATIONS AND SUPPORTS

## Where to find information:

- *Digital SAT School Day Accommodated Testing Manual*
- *Guide for Adjusting Test Settings in TIDE for Accommodations and Supports*
- *RISAP Accommodations and Accessibility Features Manual* ([www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations))
- Digital practice test access: [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org)

## NOTES:

- Accommodations will be entered by the SSD coordinator through the Services for Students with Disabilities (SSD) Online system. This ensures:
  - Coordinators have accurate rosters to support students needing accommodations on test day.
  - Students receive correct paper materials and the correct online test experience.
- Once accommodations are entered into SSD Online and approved, they will remain active for the student for the duration of their high school career and can be used on any other College Board test, such as the AP tests. Accommodations approved for PSAT 10 will be approved for SAT.
  - The only exception to this rule is accommodations for MLL/EL students (see next section). Those must be entered into SSD Online each year the student requires them.
  - If College Board requires further supporting documentation, a representative from SSD will reach out to the SSD coordinator via email.
- The Nonstandard Administration Report (NAR) will have the timing for each student testing with an accommodation. Follow the NAR for scheduling timing for students.
- Accommodations **do not transfer from SSD Online to TIDE**. Test coordinators must manually add all accommodations into TIDE. Instructions for this can be found in the *Guide for Adjusting Test Settings in TIDE for Accommodations and Supports*

## TIPS:

- Begin reviewing and entering accommodations for students early in the start of the school year. You can even begin entering accommodations for 9<sup>th</sup> grade students, regardless of whether your school is administering PSAT 8/9 or another College Board test. Starting so early greatly reduces the amount of work you will need to do to prepare for the state administrations of the PSAT 10 and SAT.
- Plan for all accommodations for the state administrations of PSAT 10 and SAT to be completed (entered and approved in SSD Online) by the date shown in the Test Coordinator Work Plan at the back of this guide.
- For complex accommodations or accommodations involving additional staff (such as a scribe), plan to practice with the accommodation at least three weeks prior to testing. This will allow you time to fine-tune the accommodation or to find an alternative if it doesn't work for the student. If you need help with accommodations, please contact Jackie Branco ([Jacqueline.Branco@ride.ri.gov](mailto:Jacqueline.Branco@ride.ri.gov) or 222-4685).



**NOTE:** In rare cases, if a submission seems to interfere with the test construct or is one that is often misinterpreted or entered by mistake, RIDE and/or the College Board may ask for additional clarification or documentation from the IEP team.

- Accommodations entered into SSD online will automatically be “approved” by the College Board, with the exception noted above.
- Any accommodations needed by a student must be in the student’s IEP and/or 504 Plan.

Students with accommodations may test on the primary test day. Other accommodations that extend testing time beyond a standard school day, or require a separate setting or format, require the school to schedule the test during the accommodated testing window.

Some of the accessibility features are universal and available to all students, while other features require approval or setup by the test coordinator before test day. The universal tools available for the digital PSAT 10 include: bookmark/mark for review, embedded calculator (Math – Calculator section only), global notepad, highlighter, line reader, strikethrough/option eliminator, student clock, and zoom in/out. For students already approved for College Board accommodations in the paper testing mode, a new request isn’t required. These students will be provided an equivalent accommodation for the digital testing mode.

## ACCOMMODATIONS FOR MLL/EL STUDENTS

### Where to find information:

- *Digital SAT School Day Accommodated Testing Manual*
- *Guide for Adjusting Test Settings in TIDE for Accommodations and Supports*
- *RISAP Accommodations and Accessibility Features Manual* ([www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations))
  - *List of approved Word-to-Word Bilingual Dictionaries*
- Digital practice test access: [digitaltesting.collegeboard.org](http://digitaltesting.collegeboard.org)
- Step-by-step instructions for setting Math Only for first-year EL students here: [Digital Testing Room Quick Start Guide \(ri.gov\)](http://Digital%20Testing%20Room%20Quick%20Start%20Guide%20(ri.gov))

### NOTES:

- Students currently receiving EL services and students who have exited EL programs may use any or all of the supports listed below.
- Any EL student using these supports will receive college-reportable scores.
- These test supports are only available for the test window designated as part of the Rhode Island state assessment program administration of the SAT and PSAT 10 and do not apply to the national, weekend administrations of the SAT or PSAT 10.
- **Word-to-Word Bilingual Glossary:** If a student uses a glossary that is not on the posted list, it must meet the criteria of not containing any definitions or pictures; it must be strictly word-to-word. If you have questions about a dictionary or glossary meeting these criteria, contact Tricia Bowler ([Tricia.Bowler@ride.ri.gov](mailto:Tricia.Bowler@ride.ri.gov) or 401-222-8478).

- **Translated General Test Directions** are those instructions that help the student navigate the test, i.e., when to start and stop testing, how to bubble in answers, where to write their name, when to take breaks, etc. The general test directions do not include any part of any test item.
  - Translated general test directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese.
  - Translated general test directions will be available in PDF format and can be downloaded from the [College Board site](#). Schools must print the directions for students. No printed test directions will come with test materials.
- **50% Extended Time for MLL/EL Students:** If helpful to the student, they may receive 50% extended time on each section of the SAT and PSAT 10. Please understand that this makes the test very long so please make sure to discuss it with each student before you assign it.
  - This must be set in TIDE prior to testing.
  - Students must sit for the entire time allotted and cannot go ahead in the test, even if they are the only one testing.
  - Enter into SSD Online here <https://ssdonline.collegeboard.org> and follow the step by step instructions in this document: [Digital Testing Room Quick Start Guide \(ri.gov\)](#)



## 2021 - 2022 Digital SAT® Suite of Assessments Setup and Testing Room Procedures for EL Students - Math Only

### For Test Coordinators:

Before a student can start testing with this support, you must modify their Test Settings in TIDE. The following attributes should be modified for each student.

1. **Accommodations** = State Allowed Accommodations
2. **English Learner (EL) Supports** = YES

**For students testing with standard time:** You must apply time and one-half to the math sections before you can save these test settings. However, follow the instructions in Step 9 to ensure the student tests for only the standard time.

### For Proctors:

To administer the digital assessments for the State-Allowed Accommodation “**EL Students with the Math only**”, please follow the steps below.

1. Check that the CB Secure Browser is open on all student devices. If not, instruct students to launch the Secure Browser (or “Secure Test Browser” on Chromebooks and iPads).

Inform students that they will have to enter the Reading and Writing & Language tests but will not answer any test questions.

Upon the student’s entry to each test section, you will immediately end these sections from the TA Interface, following the steps prescribed below.

# TIMING AND SCHEDULING INFORMATION

## Where to find information:

- *Digital SAT School Day Accommodated Testing Manual*
- *Guide for Adjusting Test Settings in TIDE for Accommodations and Supports*
- **Start Time:** Following the standard schedule, testing room doors close at 8 a.m. to complete test day administrative activities. Testing begins at 8:30 a.m. Schools may alter the start time by 30 minutes, and may therefore close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m. Schools must start testing no later than 9 a.m. The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations.

## OVERVIEW OF TIMING AND BREAKS

### SAT

	<i>Section 1</i>	<i>Section 2</i>	<i>Section 3</i>	<i>Section 4</i>	
	Reading	Writing and Language	Math- no calculator	Math- with calculator	Total SAT -testing and breaks
Script 1: Standard Time (Standard and Accommodated Room)	65 minutes	35 minutes	25 min	55 minutes	3 hours 15 minutes
	10 min break		5 min break		
Script 2: Standard time with Extra Breaks	33 minutes	35 minutes	25 minutes	28 minutes	3 hours and 25 minutes
	5 min break			5 min break	
	32 minutes			27 minutes	
	5 min break	5 min break	5 min break		
Script 3: Time and One Half (+50%) 1-Day Testing	49 minutes	53 minutes	38 minutes	42 minutes	4 hours and 57 minutes
	5 min break				
	49 minutes			5 min break	
	5 min break	5 min break	5 min break		
Script 4: Double Time (+100%)	65 minutes	70 minutes	50 minutes	55 minutes	6 hours 20 minutes
	5 min break			5 min break	Day 1: 4 hours 25 minutes
	65 minutes			55 minutes	Day 2: 1 hour 55 minutes
	5 min break	5 min break	End Day 1		
Scripts 1 & 3 Time and One-Half (+50%) for <b>MATH ONLY</b>	<i>Script 1</i>		<i>Script 3</i>		
	Math Section 1	Math Section 2	Math Section 1	Math Section 2	
	65 minutes	35 minutes	38 minutes	42 minutes	4 hours 6 minutes
				5 min break	
	10 min break	5 min break	5 min break	41 minutes	

\*for more timing and schedule options see the SAT Test Coordinator Manual at this link: [2022-23 SAT School Day Coordinator Manual \(collegeboard.org\)](#)

## PSAT

	<i>Section 1</i>	<i>Section 2</i>	<i>Section 3</i>	<i>Section 4</i>	
	Reading	Writing and Language	Math- no calculator	Math- with calculator	Total PSAT -testing and breaks
Script 1: Standard Time (Standard and Accommodated Room)	60 minutes	35 minutes	25 minutes	45 minutes	2 hours 55 minutes
	5 min break		5 min break		
Script 2: Standard time with Extra Breaks	30 minutes	35 minutes	25 minutes	23 minutes	3 hours 10 minutes
	5 min break			5 min break	
	30 minutes			22 minutes	
	5 min break	5 min break	5 min break		
Script 3: Time and One Half (+50%) 1-Day Testing	45 minutes	53 minutes	38 minutes	34 minutes	4 hours 34 minutes
	5 min break			5 min break	
	45 minutes			5 min break	
	5 min break	5 min break	5 min break		
Script 4: Double Time (+100%)	60 minutes	70 minutes	50 minutes	45 minutes	5 hours 55 minutes
	5 min break			5 min break	
	60 minutes			45 minutes	
	5 min break	5 min break	5 min break		
Scripts 1 & 3 Time and One-Half (+50%) for <b>MATH ONLY</b>	<i>Script 1</i>		<i>Script 3</i>		
	Math Section 1	Math Section 2	Math Section 1	Math Section 2	
	60 minutes	35 minutes	38 minutes	34 minutes	3 hours 41 minutes
				5 min break	
	5 min break	5 min break	5 min break	34 minutes	

\*for more timing and schedule options see the PSAT Test Coordinator Manual at this link: [Coordinator Manual \(collegeboard.org\)](https://collegeboard.org/CoordinatorManual)

## PREADMINISTRATION SESSION

### Where to find information:

- *Digital SAT School Day Coordinator Manual*
- *Digital PSAT 10 School Day Coordinator Manual*

### NOTES:

- You **do not** need to obtain consent from parents for students to opt into Student Search Service and the questionnaire. The College Board indicates in the Coordinator Manual that schools must obtain consent (*Collect Consent Before the Session*). The April administrations of the SAT and PSAT 10 are state assessments and since the preadministration session is considered part of the test administration, no parental consent is necessary.

- Schedule the preadministration session prior to test day. This is for several reasons:
  - The preadministration session serves as a dry run to ensure devices and your test environment are set up correctly.
  - It provides an opportunity to train teachers on using TIDE and the Test Delivery Interface to start and stop tests and troubleshoot issues.

**Tips for a Successful Preadministration Session:**

- Schedule the preadministration session up to three weeks before test day to make sure you have time to resolve any technology issues.

Some schools schedule the preadministration session during a class that all students have, like ELA or math, so the technology coordinator can be on hand to ensure that all devices are properly configured. This allows the teacher, test coordinator, and technology coordinator to work with small groups of students instead of the entire grade level

## **Student Privacy Letter for SAT**

The Student Privacy Letter discusses how the College Board uses the data students submit during the preadministration session or the answer sheet if they are taking a paper test. It identifies the required information students must fill out for their test to be scored properly and it identifies the optional (not required) information that students may or may not complete. See the Student Privacy Letter and the details of student privacy policies in Appendix C.

**NOTES:**

- Schools will receive one printed copy per student in the preadministration materials packet.
- Student Privacy Letters must be distributed before the preadministration session is held.
- This letter is only for the SAT. The PSAT 10 does not have a Student Privacy Letter.
- English, Spanish, and Portuguese versions of the student privacy letter will be posted at [www.ride.ri.gov/assessment-manuals](http://www.ride.ri.gov/assessment-manuals) and at [www.ride.ri.gov/sat](http://www.ride.ri.gov/sat).

## APPENDIX A: TEST COORDINATOR CHECKLIST AND WORK PLAN

Use this checklist to make sure you've accomplished all the tasks required to prepare for this spring's testing. If you follow this work plan, you will be ready and prepared on testing day.

### Technology Setup and Readiness Activities for SAT/PSAT 10 Technology Coordinators

- Technology Coordinators needing additional information can refer to the [Technical Specifications Manual](#)

Date	Activity	Additional Information and Resources
SEPTEMBER		
	<input type="checkbox"/> Test staff create a College Board professional account.	
	<input type="checkbox"/> Identify/verify testing staff and school information.	
	<input type="checkbox"/> SSD Coordinators begin to enter accommodations into College Board's SSD Online system.	
DECEMBER		
	<input type="checkbox"/> SSD Coordinators must submit off-site testing plans, if necessary. <input type="checkbox"/> Face-To-Face Implementation Workshop	
JANUARY SSD Coordinators		
	<input type="checkbox"/> Ensure enrollment information is accurate.	
	<input type="checkbox"/> (SSD) accommodation request window opens <input type="checkbox"/> SSD Coordinators enter any EL students requiring starting by end of month.	
	<input type="checkbox"/> Begin determining room and staffing needs.	
	<input type="checkbox"/> Nonstandard Administration Report (NAR) is available.	
1/20/23	<input type="checkbox"/> Deadline for SSD Coordinators to submit off-site testing requests to College Board.	
FEBRUARY		
2/1/23	<input type="checkbox"/> Online training for test coordinators available	
	<input type="checkbox"/> Review the sample Testing Staff Agreement with anyone you intend to recruit to serve on the testing staff, including support staff.	
	<input type="checkbox"/> Coordinator's Planning Kit arrives-inventory all materials.	
	<input type="checkbox"/> Print translated test directions	<a href="#">SAT School Day Supports for English Learners - SAT Suite (collegeboard.org)</a>
	<input type="checkbox"/> Plan for your preadministration session.	

Date	Activity	Additional Information and Resources
	<input type="checkbox"/> Plan test day schedule and accommodated testing window schedule	
	<input type="checkbox"/> Identify your students who are testing and create a Master List.	
	<input type="checkbox"/> Reschedule lunch for all participating students, if necessary. (You won't be able to break for lunch during testing.) <input type="checkbox"/> Plan activities for students who won't be testing, such as field trips, practice testing, an alternative school schedule, etc. <input type="checkbox"/> Notify your school population of modifications to the normal school day	
	<input type="checkbox"/> Schedule and conduct staff training. <input type="checkbox"/> Staff training should be completed by 2/24/23	
<b>3-6 WEEKS BEFORE TEST DAY MARCH</b> <b>Test Coordinators</b>		
	<input type="checkbox"/> TIDE loaded with student data and open to Test Coordinators <input type="checkbox"/> Create user accounts in TIDE for all test administration support staff.	
<b>Week of 3/6/23</b>	<input type="checkbox"/> Digital Shipment Arrives-inventory all materials. <input type="checkbox"/> Designate a secure area for receiving, checking, and storing your test materials. <input type="checkbox"/> Secure test materials as they arrive.	
	<input type="checkbox"/> Work with your SSD coordinator to review the NAR to ensure all students testing with accommodations and/or supports, including SAAs and EL 50% extended time support, are included. <input type="checkbox"/> Review student test settings in TIDE to ensure that approved accommodations have been properly configured. <input type="checkbox"/> Estimate how many standard and accommodated rooms you'll need based on the number of students testing. Identify which rooms in your facility can be used for testing. <input type="checkbox"/> Create room rosters by assigning students to testing rooms. <input type="checkbox"/> Make a list of available staff and what role they should fill. Use the number of testing rooms and their capacity to determine testing room assignments. Include any needed support staff for accommodated testing.	

Date	Activity	Additional Information and Resources
	<input type="checkbox"/> Arrange to minimize distractions: no fire drills or other disruptive events should be scheduled for test day. Bells and announcements should be silenced while testing is in progress. <input type="checkbox"/> Work with the SSD coordinator to identify students, if any, who will need support staff such as readers, scribes, or sign language interpreters and recruit staff to fill these positions.	
	<input type="checkbox"/> Distribute Student Guides to students.	
Technology Coordinators: Begin preparing digital workstations and school network for testing.		
College Board Digital Preparedness: <a href="https://digitaltesting.collegeboard.org/digital-preparedness">https://digitaltesting.collegeboard.org/digital-preparedness</a>		
	<input type="checkbox"/> Confirm staff and student test-taking work stations meet software and hardware requirements.	<a href="#">Supported Operating Systems</a>
	<input type="checkbox"/> Confirm all staff work stations use one of the supported web browsers.	<a href="#">Supported Browsers</a>
	<input type="checkbox"/> Disable applications that interfere with testing.	For resources on applications visit <a href="https://digitaltesting.collegeboard.org/digital-preparedness">https://digitaltesting.collegeboard.org/digital-preparedness</a>
	<input type="checkbox"/> Ensure all content filters, firewalls, and proxy servers are open to these ports and protocols. <ul style="list-style-type: none"> <li>• Port/Protocol: 80/TCP</li> <li>• Purpose: HTTP (initial connection only)</li> <li>• Port/Protocol: 443/TCP</li> <li>• Purpose: HTTPS (secure connection)</li> </ul>	
	<input type="checkbox"/> Confirm batteries hold a charge for 5 hours or devices have access to a reliable power source.	
	<input type="checkbox"/> Disable pop-up blocking software for computers that need access to TIDE and TA Interface.	
	<input type="checkbox"/> Enable JavaScript for computers that need access to TIDE and TA Interface.	
	<input type="checkbox"/> Determine the number of wireless access points you need and confirm that the test site has sufficient wireless coverage.	For more device information visit <a href="https://digitaltesting.collegeboard.org/digital-preparedness">https://digitaltesting.collegeboard.org/digital-preparedness</a>
	<input type="checkbox"/> Ensure sure that content filters and firewalls are configured to allow access to the TA Interface and TIDE.	For more information on firewalls and filters visit <a href="https://digitaltesting.collegeboard.org/digital-preparedness">https://digitaltesting.collegeboard.org/digital-preparedness</a>



Date	Activity	Additional Information and Resources
	<input type="checkbox"/> Install the College Board Secure Browser on each student device. Versions are available for all supported operating systems.	<a href="#">CB Secure Browser</a>
	<input type="checkbox"/> Run the AIR Network/Bandwidth Diagnostic Tool.	<a href="#">Network/Bandwidth Diagnostic Tool</a>
	<input type="checkbox"/> Complete technical readiness evaluation	
	<input type="checkbox"/> Assist with the Technical Readiness Evaluation closer to test day.	<a href="#">Digital Test Preview Guide</a>
<b>TWO WEEKS BEFORE TEST DAY</b> <b>March 31, 2023</b> Test Coordinators prepare materials and finalize implementation plan for administration of test		
	<input type="checkbox"/> Configure student test settings in TIDE to account for any accommodations	
	<input type="checkbox"/> Verify settings are the same	
	<input type="checkbox"/> Print testing tickets.	
	<input type="checkbox"/> Make-up materials must be ordered.	
	<input type="checkbox"/> Update Master Student List	
	<input type="checkbox"/> Notify school staff of testing room assignments.	
	<input type="checkbox"/> Provide each proctor with a copy of Quick Start Guide for review	
	<input type="checkbox"/> Ensure there are testing tickets for ALL students taking the test.	
<b>1 WEEK BEFORE TEST DAY</b> <b>April 7, 2023</b> Test Coordinators finalize implementation schedule/plan.		
	<input type="checkbox"/> Revise standard and accommodated room rosters if needed	
	<input type="checkbox"/> Finalize and confirm accommodated student settings in TIDE	
	<input type="checkbox"/> Print NAR to make sure all students with accommodations and supports are accounted for in your testing plan.	
	<input type="checkbox"/> Notify testing students of when and where to report on test day. Post testing room assignments.	
	<input type="checkbox"/> Notify non-testing students of any changes to their schedules,	
	<input type="checkbox"/> Review assignments with staff. Ensure all proctors have reviewed scripts associated with their room types.	
	<input type="checkbox"/> Conduct your preadministration session	

Date	Activity	Additional Information and Resources
	<input type="checkbox"/> Review preparation with technology coordinator.	
	<input type="checkbox"/> Review facility preparation with custodial staff.	
<b>1 DAY BEFORE TEST DAY</b> April 17, 2023		
	<input type="checkbox"/> Prepare testing room packets for proctors.	
	<input type="checkbox"/> Ensure that testing room arrangements align with seating policies.	
	<input type="checkbox"/> Check that all staff have signed the Testing Staff Agreement.	
	<input type="checkbox"/> Remind staff to cover any instructional materials in the testing rooms before admitting students.	
	<input type="checkbox"/> Print test tickets for all students who are testing if you haven't already.	
<b>ON TEST DAY</b> April 18, 2023		
	<input type="checkbox"/> Make sure that all announcements and bells are discontinued for the duration of testing.	
	<input type="checkbox"/> Deliver testing room packets to proctors.	
	<input type="checkbox"/> Admit students to the testing area/rooms. Annotate your Master Student List or have staff annotate room rosters as students check in.	
	<input type="checkbox"/> Post any revised testing room assignments and room assignments for non-testing students.	
	<input type="checkbox"/> Maintain security in your school and support testing staff while testing is in progress.	
	<input type="checkbox"/> Report test administration irregularities (if any)	
	<input type="checkbox"/> Remind proctors to post Quiet, Please and No Electronic Devices flyers, if available.	
	<input type="checkbox"/> Remind staff to instruct students to power off electronic devices and to then collect them according to school policy.	
	<input type="checkbox"/> Open the CB Secure Browser on all student devices. ("AIR Secure Test" on iPad and Chromebooks.)	
	<input type="checkbox"/> Prepare for digital makeup testing on April 25	
<b>AFTER TESTING</b>		
	<input type="checkbox"/> Collect materials from proctors	
	<input type="checkbox"/> Prepare materials for return.	
	<input type="checkbox"/> Make copies of key forms and store them securely.	
	<input type="checkbox"/> Return test materials.	

Date	Activity	Additional Information and Resources
	<input type="checkbox"/> Request makeup materials, if necessary	
MAY		
	<input type="checkbox"/> Attend the Score Reporting Workshop (details TBD).	

## APPENDIX B: HOW TO ACCESS THE REQUIRED ONLINE TRAINING MODULES

Where to find information:

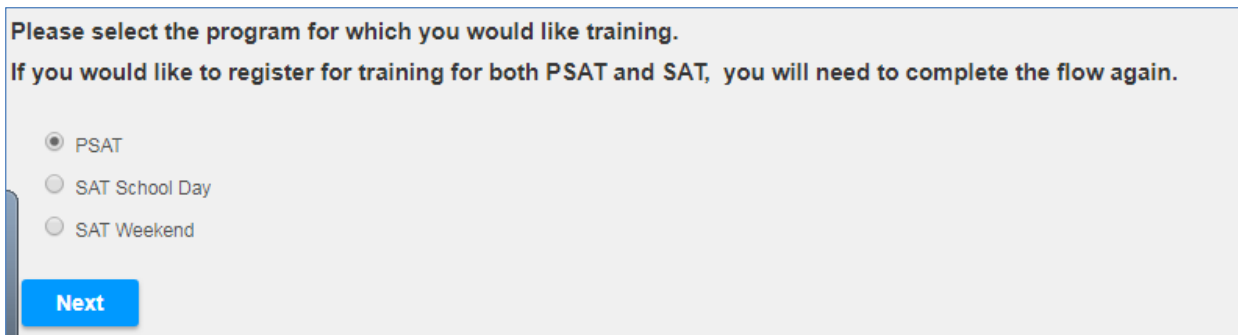
- [www.ride.ri.gov/assessment-training](http://www.ride.ri.gov/assessment-training)
  - *RISAP Training Calendar: This document contains the requirements for test coordinator and test administrator training and registration links.*
  - *This page is also where presentations, materials, and webinar recordings will be posted.*

### SECTION 1: HOW TO ACCESS THE DIGITAL PSAT 10 TRAINING

STEP 1: Click on the link in the training email or go directly to [www.collegeboard.org.ptat](http://www.collegeboard.org.ptat)

STEP 2: Sign in with your College Board professional login. If you don't have a College Board professional account, go to [www.collegeboard.org](http://www.collegeboard.org) to create one.

STEP 3: Choose either PSAT or SAT School Day.

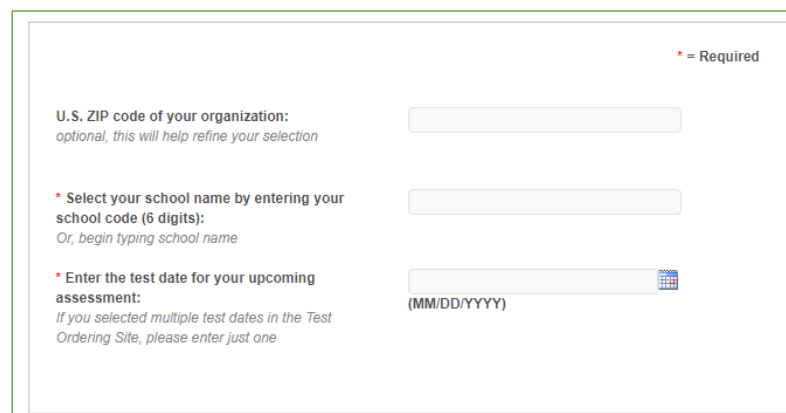


Please select the program for which you would like training.  
If you would like to register for training for both PSAT and SAT, you will need to complete the flow again.

☒ PSAT  
☐ SAT School Day  
☐ SAT Weekend

Next

**STEP 4:** Enter your school's AI code and 4/18/23 as your testing date. This helps to assign you the correct trainings for your school.



\* = Required

U.S. ZIP code of your organization:  
*optional, this will help refine your selection*

\* Select your school name by entering your school code (6 digits):  
*Or, begin typing school name*

\* Enter the test date for your upcoming assessment:  
*If you selected multiple test dates in the Test Ordering Site, please enter just one*

(MM/DD/YYYY)

**STEP 5:** If you chose PSAT in step 3, check the box for PSAT 10 and then select your role. If you selected SAT School Day in step 3, go to **Section 2: SAT School Day Training**.

**STEP 6:** This screen shows the training courses available to you. The options for training will be different depending on the role and the test you selected. Click on the name of the training module to start the module.

- If you selected PSAT 10 and the Test Coordinator role, you will see two trainings: *Digital PSAT 10 Test Coordinator* and *TIDE Training* listed in the training dashboard.
- If you select PSAT 10 Proctor, you will see the *Digital PSAT 10 Proctor Training* module available.

Select Your PSAT Training

Please select the PSAT assessment(s) for which you would like training:

☒ PSAT 10

Select Your Role :

☐ Test Coordinator

☐ SSD Coordinator

☒ Proctor

Next

**STEP 7:** Repeat steps 1 – 6 to add the rest of the training modules to your training dashboard. This means you must log out of the training dashboard and log back in at [www.collegeboard.org/ptat](http://www.collegeboard.org/ptat). After you have logged back in, choose “View All Available Training Options” and repeat steps 1-6.

CollegeBoard

My Home

My Home

System Announcements

My Training Courses

Digital PSAT 10 Proctor Training Not Attempted

Other Professional Resources

Click a link below for the resource you need.

Print Certificate FAQ

All test coordinators are required to complete the following list of PSAT 10 training modules:

- Digital PSAT 10 Proctor Training
- Digital PSAT 10 Test Coordinator Training
- TIDE Training

Welcome Back to Training for the SAT Suite of Assessments

Our records indicate that you have visited this site before. Please select from the following:

☒ View All Available Training Options

☐ View the training in which I am currently enrolled

Next

**NOTE:** You may also access the training modules through the College Board Dashboard and click on the *Test Administration Training for the SAT Suite of Assessments*. It is just another way to access the same training site.

## SECTION 2: HOW TO ACCESS SAT TRAINING:

**NOTE:** If you attended the face-to-face workshop in January, you will have received credit for the SAT coordinator training. You do not need to complete any of the additional trainings unless you choose to do so.

My Tools And Services			
Tool or Service	My Role	Expires*	Manage Access
<a href="#">AP® Teacher Community ▶</a>	N/A	N/A	
<a href="#">AP PD Consultant Portal ▶</a>	N/A	N/A	
<a href="#">College Board Institutional Ordering ▶</a>	N/A	N/A	
<a href="#">Membership Community ▶</a>	N/A	N/A	
<a href="#">Test Administration Training for the SAT Suite of Assessments ▶</a>	N/A	N/A	

**STEP 8:** On your training dashboard, you will see only one training module option for SAT School Day.

### ***SAT School Day Accountability Coordinator Training***

**STEP 9:** Click on the *SAT School Day Accountability Coordinator Training*. The SSD Coordinator and Coordinator training modules are the same. The proctor module is specific to proctor responsibilities. Choose your role and you will be directed to the appropriate module.

## TRAINING HALL AND ROOM MONITORS:

Hall and Room Monitors for both the SAT and PSAT 10 need to be trained by the coordinator in some way. A PowerPoint is available at [www.ride.ri.gov/assessment-training](http://www.ride.ri.gov/assessment-training).

Please select the role that you will be serving in for the SAT School Day test administration.

Coordinator

Proctor

SSD Coordinator

## APPENDIX C: STUDENT PRIVACY POLICIES

### MOBILE OPT-IN POLICIES

Dear Parents and Guardians,

The SAT School Day administered on April 18, 2023 is part of the Rhode Island State Assessment Program. Make-up administration is April 25, 2023. SAT scores are used by the Rhode Island Department of Education (RIDE) for school and district accountability purposes. RIDE adheres to all federal and state data privacy laws and does not release student data to third parties, including colleges or universities.

Parents and students have control over the release of the April 18, 2023 SAT scores to colleges and universities. If students and parents want the SAT scores from the April 18, 2023 exam to be sent to colleges or universities, they must *explicitly request a score send from College Board*.

1. **Four Free Score Sends:** For the April 18, 2023 SAT School Day exam, students will receive four free score sends. Students will be able to enter their four free score sends on their answer sheet prior to or on test day.
2. **In order to send additional scores** (beyond what is identified on the answer sheet) students must have a College Board account. If a student has not yet created an account, they can visit: [collegeboard.org/mysat](https://collegeboard.org/mysat) to create one and then select each college or university to have scores sent to.
  - Requests over the four free score sends, or requests submitted after the April 25, 2023 make-up day are \$12.00 each.
3. **How to use Score Choice:** Students who took the SAT on multiple occasions (including on April 18, 2023) have the option of using *Score Choice* (<https://sat.collegeboard.org/register/sat-score-choice>).
  - *Score Choice* allows students and families to choose which SAT score (by test date) to send to colleges or universities.
  - It is up to students and families to investigate college or university policies regarding admission procedures related to SAT scores to determine which scores are needed.
4. **To completely remove SAT scores** from the April 18, 2023 administration, follow the instructions below:
  - Complete a *Request to Cancel Score Form*, which will be distributed on test day or can be downloaded from [www.ride.ri.gov/sat](http://www.ride.ri.gov/sat). Fax your signed request to: 610-290-8978, or send by overnight mail to SAT Program, Score Cancellation, 1425 Lower Ferry Road, Ewing, NJ 08618.
  - The deadline to completely remove scores is **Tuesday April 25, 2023, 11:59 p.m. ET.**
  - SAT scores from the April 18, 2023 administration will still be used by RIDE for school and district accountability purposes.
  - **Student Search Service®:** Students may also choose to opt into the College Board's Student Search Service, which is free to students. For more information visit <https://collegereadiness.collegeboard.org/about/benefits/student-search-service>.
  - **Completing the Answer Sheet:** Before testing, students will be asked to complete some questions on the student answer sheet. Some of these questions are required by College Board to verify the student's identity and to ensure that scores are received, and others are optional. Below is a list of required and optional questions. To see the complete *Student Answer Sheet Instructions*, visit [www.ride.ri.gov/sat](http://www.ride.ri.gov/sat).

Required Questions	Optional Questions	
#1: Student's First and Last Name #3 School Code #5: Student Identification Number #7: Date of Birth	#9-13: Address #14: <b>Score Reporting</b> ( <i>free score sends</i> ). See <i>information above</i> . #15: Student Search Service #16: Email Address #17: Mobile Number #18: Language Background #19: Racial/Ethnic Group #20: Parents'/Guardians' Level of Education	#21: Military Relation #22: High School Activities #23: Self-Rating #24: Grade Point Average #25: Expected High School Graduation Date #26: Coursework #27-38: College Plans

For more information about assessments, and College Board's score and data reporting policies, please visit [www.ride.ri.gov/sat](http://www.ride.ri.gov/sat).



## APPENDIX D: PROCTOR INSTRUCTIONS TEMPLATE

Test coordinators can use the following template in their materials for proctors to ensure that everyone has the right information on test day. This template was shared by a Rhode Island school testing coordinator.

### **SAT Digital Proctor Instructions**

*Digital SAT School Day – [add testing date here]*

*School Code: XXXXXX*

If you have problems during a testing session, please contact

- NAME at PHONE for non-technology issues
- NAME at PHONE for technology issues

#### **BEFORE TESTING:**

1. Ensure that your room is prepared appropriately, this should be done the day before testing.

- Desks should all be facing the same direction.
- Students should not be facing each other.
- There should be approximately three feet between students (measured from center of desk to center of desk).
- School Code should be written on the board: XXXXXX.

2. Ensure all prohibited materials have been addressed.

- **ALL** phones need to be turned off and placed in the student's bag.
- All bags need to be at the front of the room. Students will not be allowed to have access to their belongings until the end of testing.
- Students are **NOT ALLOWED** to have any food or drink while testing. They can have a snack or drink in the hallway during the break.

3. Attendance should be taken before testing begins.

- Refer to your testing roster for those who should be present in your room.
- Mark the attendance sheet provided.

4. Students should log on to their laptops as: ID –XXXX PW –XXXXXXXXX this will allow them to open in the College Board browser.

5. Pass out the testing tickets. *Tickets should remain on desks AT ALL times.*

6. Student desks should be 3 feet apart. If students are testing in a room with tables, seating should be one student per table facing a clock.

7. Please make sure that materials/posters that may assist students with the test have been removed or covered.

## **DURING TESTING:**

1. Complete the seating chart
  - This page will need to be handed in with testing materials. This must be completed before the first proctor leaves (if sharing proctor responsibilities).
2. Turn to page 17 in the *Standard Testing Manual* and read verbatim what's in the purple boxes to the students.
3. Follow your school's process and plan for how students will log in and begin the assessment.

### **INSERT PLAN and PROCESS HERE**

4. Monitor student devices during breaks.
  - Student tests should be logged out.
  - Laptops should be on the sign on screen.
5. Proctors should be recording starting and stopping time.
  - Please make sure you are marking both the start and stop time in your manual
  - Please also make sure that you are recording time on the board for students.
  - Digital tool: "*Clock tab*" is a good website to broadcast on the screen for students as it's a digital clock. Type it into your web browser and it will appear.

## **AFTER TESTING:**

1. Students should sign out of the SAT software then log off the software / browser.
2. Collect and secure all test materials.
  - Collect all scrap paper and test tickets.
  - Place tickets and scrap paper in \_\_\_\_\_ (*if proctors have a bag or tub for their testing materials, list that here*).
  - ALL testing materials should be returned to **NAME and LOCATION IN SCHOOL** at the conclusion of testing.